



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov

Requesting a Letter of Support or Endorsement *

Mayor Parker is invested in seeing nonprofit and community organizations secure grant funding to support projects or initiatives that improve the quality of life for all Houstonians. Recognizing that successful applications demonstrate strong local support, the Mayor's Office will strive to provide a letter of support or endorsement to organizations or communities seeking external funds. Further, the City of Houston welcomes opportunities to collaborate with local and regional organizations and encourages organizations throughout the City to take advantage of grant opportunities. A list of available Federal grants can be found at: www.grants.gov.

Submit requests for letters of support to Bren.Gorman@houstontx.gov or call: (832) 393-0871.

Please include:

- Organization Information
 - Name of Requesting Organization
 - Website URL
 - EIN or other documentation of nonprofit status, if available
 - Name of Requester
 - Title
 - Email
 - Phone
 - Mailing address
- Funder Information
 - Name of Funding Agency or Organization
 - Grant Program/Title
 - CFDA (if applicable)
 - Application Deadline
- Program Information
 - Briefly describe the project for which funding is sought (attach the full application, or a project summary or abstract)
 - List nonprofit or community partners and other endorsing organizations or agencies, if applicable
- Background on past collaborations or partnerships with the City of Houston, if applicable

Please Note:

- Include deadline information
- The normal turn around time for a letter is one week. Requests submitted with less than a week's notice may not be filled
- Providing a draft letter of support will expedite turnaround time
- Unless otherwise requested, letters are emailed in .pdf format to the email address provided

*Submission or receipt of this information does not guarantee a letter of support or endorsement. Letters are provided at the discretion of the Mayor's Office. Certificates, letters of welcome or congratulation, or proclamations may be requested at: ceremonialdocs@houstontx.gov.

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones Controller: Ronald C. Green